Licensing and Management System

Frequently Asked Questions

Application Forms

1. How do I file an application using LMS?

In order to file an application, you have to use an FRN that is associated with your station in CDBS. After you login using your FRN, click on the authorization tab. The current granted and pending construction permit and license applications of the stations with the associated FRN will be listed. In order to file an application in regard to any of the listed authorizations, click and open such authorization, then click on "file an application" and select the purpose. Different sections of the application appear on the right side of the page. All of the sections have to be completed completely before the application can be submitted.

Phase two release of LMS included the ability to file applications for construction permits and license to cover construction permits for all of the Video services which includes Full service, Class A, Low Power and Television Translator stations. Also, amendments to such applications can be filed at this time. As we develop more forms that can be filed we will add them to the LMS. We update the "LMS Releases" on the login page with recent releases.

2. How do I file a notification or Special Temporary Authority (STA) Request?

After you login in using your FRN, click on the facilities tab and select the applicable facility ID. Click on "File an Application" and you can select an STA request for Engineering or Legal, . You can also select notifications for Reduced Power, Suspension of Operations, Change of Main Studio/Control Point Location, Administrative Updates and requests for Silent Authority and Suspension of Operations and Silent Authority.

3. How do I file a notification for Resumption of Service?

After you login in using your FRN, click on the facilities tab and select the applicable facility ID. The status of the selected facility must be 'licensed and silent'. Click on "File an Application" and select Resumption of Service Notification.

4. How do I file an experimental Special Temporary Authority (STA) Request?

After you login in using your FRN, click on "File an Application" from any tab on the landing page and you can select an Experimental STA for TV, Digital Transmission Systems, Class A, Low-Power TV, and Low-Power TV Translators.

5. How do I file a Channel Substitution/Community of License Change?

After you login in using your FRN, click on the facilities tab and select the applicable facility ID. The Facility must be a 'Licensed' or 'Licensed and Silent' TV or Class A station. Click on "File an Application" and select Channel Substitution/Community of License Change.

6. How do I file an Annual Ancillary/Supplementary Services Report?

After you login in using your FRN, click on the facilities tab and select the applicable facility ID. Click on "File an Application" and select Annual Ancillary/Supplementary Services Report.

7. How do I file a Pleading?

On the Homepage of the FCC Licensing and Management System you will select 'submit a pleading' under the Pleadings section. A new browser tab will open with the option to select a type of pleading or appeal. You must enter either the application file number or the pleading file number based on the previously selected type of pleading or appeal. You will have an option to file with or without an attachment.

8. How do I run a Public Notice Search?

On the Homepage of the FCC Licensing and Management System you will select 'LMS Public Search' and a new browser tab will open. Under Search you will find multiple search options that include Application PN Search and Action PN Search.

9. Where do I find the LMS Public Database Tables for Downloading?

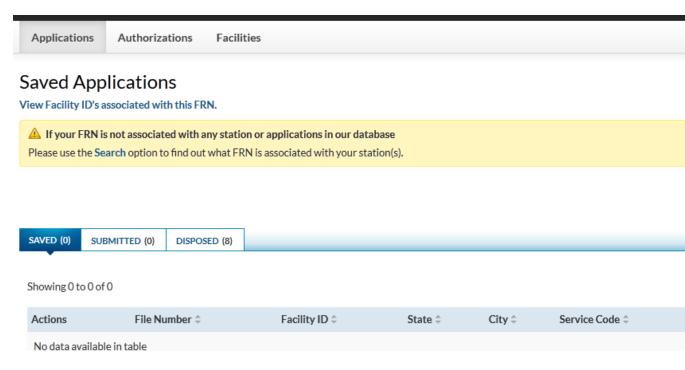
On the Homepage of the FCC Licensing and Management System you will select 'LMS Public Database Files' under the LMS Database Section.

10. How do I file a Schedule 381 Certification?

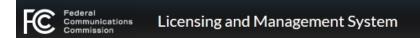
After you login in using your FRN, click on the authorizations tab. Listed you will find all the active Authorizations from one or more facilities that are associated with your FRN. Click on the applicable file number with an authorization type 'License' that you wish to certify. Click on "File an Application" and select Schedule 381 Certification.

11. What do I do if I do not see my station listed as soon as I logged in?

If you do not see your facility listed after logging in, then you can search for it by clicking on: View Facility ID's Associated with this FRN



If you do not see your facility listed then most likely there are more than one FRN associated with your station in CDBS you can find out by clicking on "Review the list of Facility_ID's associated with one or more FRNs."



Associated Facility ID's

The Facility ID's listed below are currently associated with FRN: 0021091095.

If you do not see a Facility ID that should be in this list, please review the list of Facility ID's associated with one or more FRN's.

In this section, you would have a chance to select any other stations to be associated with the FRN you have logged in with.

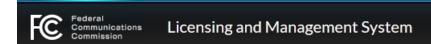
Select FRN of Record

The following Facility ID's are currently associated with multiple FRN's.

Please select the Facility ID's you would like to permanently associate with FRN: 0021091095.

Select	Facility ID 💠	Call Sign \$	FRN \$	Community \$	S
	56	K09NG	NO FRN	NOATAK,AK	l
« Back					

If no stations are shown, then most likely, you are using an incorrect FRN. Check to see what FRN is used for your station by clicking on "Search" and proceed to perform an application search to find out correct FRN to use.



Associated Facility ID's

The Facility ID's listed below are currently associated with FRN: 0021091095.

12. What form should I use for different filings?

We will be using one main form (form 2100) which will have different schedule, for example the schedule A of the form will include the modification of construction permits and schedule B is for modification of licensed facilities or filing new license application. The instruction to this form can be reached at: http://www.fcc.gov/forms

Application Status and Errors

1. What is the difference between submitted or pending status?

"Submitted" status means the application has been filed but the fee has not been paid; "pending" status means the application has been filed and the application fee has been paid.

2. Can I partially complete my application and go back in later to complete it and file?

Yes, however, if you have a critical error in one of the sections, the information you entered will not be saved when you logout. If you have a non-critical error in one of the sections, the information you entered will be saved when you logout.

3. Can I successfully file my application if I have a pending error?

As you fill out each section of the application, when you click on the save icon, the system will check for errors based on your answers to the questions that have been provided and will indicate what questions need to be corrected. You can go on without correcting the errors in that section, however all the errors have to be corrected before you can file your application successfully. If you receive a critical error in a Section, your answer to the question with critical error will not be saved and it has to be re-entered when you visit that question, however any other errors will be saved until it has been corrected.

Multiple FRN's and Station Records

1. Can I maintain multiple FRN numbers to use when logging-in?

If your station is associated with multiple FRN in CDBS, You can use any of them to login, however you will be asked if that's the FRN you want to associate with your station, then that will be assigned to your station and in the future that will be only valid FRN for your station

2. Will all the records in regard to my station appear under the stations records in LMS?

We will upload all the current authorizations which include the construction permits and license authorizations and any pending construction permit or license application for your station. These records will appear under the authorization tab.

Amendments and Changes

1. Once I have completed an application for my station, and I want to amend or file a minor change or license application will all the section pre-fill with the information I filed on the previous application?

Yes, all the section will pre-fill with the previously filed application information except the License Certifications, Legal Certifications and Certify Sections. In case of the modification of construction permits and amendment to pending applications, the attachment to the application or construction permits will also be uploaded and you will have the ability to either keep them or delete them as part of the new filings. The exception is when the application or construction permit has been transferred over from CDBS records; in that case the attachments will not be uploaded.